

# Davenport Lodge Nursery School



## Health and Safety Plan 2019-2020

### 1. Introduction

The Davenport Lodge Nursery School Health and Safety Plan supports the Alpha Plus Group Health and Safety Policy and Arrangements which are accessible via the Group Portal ([link here](#)). The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the Nursery School.

The Health and Safety Plan is not intended to duplicate the Group Policy and Arrangements of Alpha Plus but rather represents a statement of the actions taken by the Headmistress to ensure compliance with health and safety law.

The health and safety plan will be agreed by the Senior Leadership Team and staff representatives and subject review annually or in the event of any significant change.

### 2. Nursery School Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the Nursery School as follows:-

#### 2.1 Headmistress

The responsibilities of the Headmistress are outlined in the Alpha Plus Group Health and Safety Policy. To ensure the effective management of health and safety within the Nursery School, specific health and safety responsibilities have been delegated as follows:-

School Business Manager – Health and Safety Officer. Liaise with Headmistress on all H&S matters.

Emma Walker – Deputising as appropriate in the absence of the Headmistress or School Business Manager.

Frank O'Donnell – Caretaker. Day to day safety, cleanliness and tidiness of the premises. Identifying risks and repairs and resolving/ escalating as appropriate. Liaise with SBM and Headmistress and, on occasion, outside contractors.

### 3. H&S Communication and Consultation

#### 3.1 Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows:-

- As part of their induction pack at commencement of employment. Information regarding this is found in the Staff Handbook which staff sign to say they have received. The handbook includes the web address for the Alpha Plus Group portal where the Alpha Plus Group Health and Safety Policy and Arrangements are found. Information on health and safety information/risk assessments specific to their role are found on the staff shared drive.

- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
- Display of relevant health and safety information on staff noticeboards
- Access to the Alpha Plus Group Portal
- Weekly staff memos and email communication

### 3.2 Consultation

The Headmistress has established a Health and Safety Committee in line with the requirements of the Alpha Plus Group Health and Safety Policy and Safety Arrangement on Communication and Consultation.

Membership of the Health and Safety Committee for the Nursery School is as follows:-

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| <ul style="list-style-type: none"> <li>• Susan Nalus – Headmistress</li> <li>• Karen Pitt – School Business Manager</li> <li>• Emma Walker – EYFS Coordinator</li> <li>• Frank O’Donnell - Caretaker</li> </ul> |
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The arrangements for meetings and record keeping are as follows:

Health and Safety committee meet once every half term and minutes are kept by the School Business Manager. Any relevant discussions/information from the meeting is disseminated to the staff or escalated to the Director of Property at Alpha Plus.

<p><b>WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY OFFICER, AND IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DESIGNATED SAFEGUARDING LEAD.</b></p>
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<p><b>The issue will then be recorded and passed on to the relevant member of the Health &amp; Safety committee.</b></p>
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## 4. First Aid Arrangements

First aid arrangements are detailed in the Davenport Lodge Nursery School First Aid Policy. [Link here](#)

### 4.1 First Aiders

<p>All members of staff who have daily direct contact with children are Paediatric First Aid trained.</p>
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### 4.2 Administration of Medicines

The Arrangements for the administration of medicines within the Nursery School are detailed in the Administration of Medication Policy. [Link Here](#)

## 5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Davenport Lodge Nursery School First Aid Policy. [Link Here](#)

All accidents, incidents, near misses and dangerous occurrences will be reported to the Headmistress or in her absence one of the Deputy Designated Safeguarding Leads and recorded on the Accident Form and logged in the child's file.

All accidents/incidents will be subject to review and investigation by the Headmistress or EYFS Coordinator to ensure that, where appropriate, action is taken to prevent a recurrence.

## 6. Fire Safety

Fire safety and evacuation arrangements, including details of emergency evacuation procedures, are detailed in the Davenport Lodge Nursery School Fire Procedure Policy. [Link Here](#)

### Fire Marshalls:

- **Susan Nalus – Headmistress**
- **Karen Pitt – School Business Manager**
- **Chelsey Bird – School Administrator**
- **Emma Walker – EYFS Coordinator**

## 7. Lock Down Procedures

Arrangements for lockdown procedures (full or partial) are detailed in the Davenport Lodge Nursery School Lockdown Procedures (link here to the portal) Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal. [Link Here](#)

## 8. Security of premises

The Headmistress, Caretaker, EYFS Coordinator and Deputy EYFS Coordinators are the designated key holders. The Headmistress, Health and Safety Officer and Caretaker are responsible for the security of the building.

Nine CCTV Cameras are positioned around the outside of the buildings, located so that all entrances are visible. Office staff can see who is entering or leaving the buildings. Doors remain closed and can only be accessed via keypad code to enter each external door except for the front door which can only be accessed by a key or opened from the inside.

All visitors are to report to reception where they will be signed in and out via the electronic signing in system. A badge is issued to them and must be worn whilst within the premises.

All staff has been issued with a signing in card and must sign into the electronic signing in system which registers their attendance.

## **9. Asbestos Survey and Management Plan**

Davenport Lodge Nursery School currently has a small amount of asbestos in a door located in the Headmistress' office and a minimal amount on the floor under the carpet of one of the nursery rooms. The Health and Safety Inspector is aware of this and this is indicated in the buildings file kept in the office.

## **10. Driving and Vehicles**

Davenport Lodge Nursery School does not own or operate separate vehicles. Coaches are hired to transport children to and from off-site sporting activities.

### **10.1 Authorised Drivers**

Members of staff who are authorised to drive for work are as follows:

Business Drivers: the following members of staff have been authorised to drive their own vehicles as and when required: -

- Susan Nalus – Headmistress
- Karen Pitt – School Business Manager
- Emma Bennett – School Administrator
- Chelsey Bird – School Administrator
- Emma Walker – EYFS Coordinantor
- Laura Bartley – School Cook

All authorised drivers will be required to submit their driving licence for inspection at least annually. Business drivers will also require to submit car registration, MOT Certificate and evidence of vehicle insurance.

Staff will be responsible for the maintenance of their own vehicles.

### **10.2 Transportation of Children**

Children in the Kindergarten classes are transported once a week for sporting activities through A-Line Coaches. The coaches are fitted with seat belts which comply with regulations.

## **11. Risk Assessments**

Risk assessments have been prepared for identified significant hazards within the Nursery School and are listed below.

The Headmistress is responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

Risk assessments are made available to staff via the Nursery School's staff shared drive or on request from the Headmistress.

List of Risk Assessments:

- Nursery rooms (Various)
- Classrooms (Various)
- Library and ICT Suite
- Second floor rooms (Staff room, Staff toilet and Stock cupboard)
- Toilets
- Cleaners cupboards
- Outdoor areas
- Nursery Changing Areas
- Kitchen
- Karate
- Dance
- Cooking

Events

- Christmas Fayre
- Christmas Concerts
- Garden Party
- Sports Day